## Notebook Learning Center

#### Registration Information

The following rules pertain to **Notebook Learning Center** business policies.

## **Philosophy:**

## Here at Notebook Learning Center we provide an early educationfor all children to grow and prosper. We believe structure and consistency, communication and boundaries are the key to stability, trust and growth. We stand behind “Teaching the world one child at a time”.

## **Enrollment for all Families:**

These policies are non-negotiable and are legally binding.

## **About us:**

Notebook Learning Center was developed in 2008. It was brought together by the desire of Dana and Niki Bixler. It was Dana’s dream to create a safe educational space for Special Education Children and Regular Education Children to come together and learn. It was also Dana’s desire to educate parents so all children can be accepted for who they are and not what they are. Niki’s desire was the same but she wanted to implement professionalism and nurturing into the facility. She wants all the parents to see the children’s potential feel good when leaving children in her care.

We hope you find our unique way of teaching and socializing to be beneficial to your child. We offer on line surveillance for the parents to view, that is pass code protected, Class Dojo for quick communication, Talk Time Notebooks that follow your child home, Early aged classroom taecher provide age appropriate American Sign Language for nonverbal children.

## All staff have already acquired or in the process of acquiring their Commonwealth Child Care Credential (CCCC) and followed by their Child Development Associate (CDA).

## **Religious Activities:**

* Although NBLC doesn't teach a Christian curriculum, we are strong believers of our father "God"
* We won't hesitate speaking about Jesus
* We will listen to Christian music during nap time.
* All classroom's will say a short prayer before each meal.

**God our Father, God our Father,**

**Once again, Once again,**

**We bow our heads and Thank You, We bow our heads and Thank You,**

**Amen, Amen**

## **Parent Obligations:**

* All information including medical and activity forms must be completely filled out and returned before beginning childcare. $50.00 registration retainer (as well as any additional classroom fees) is paid at time of enrollment.
* Parent agrees to submit (on or before the first day of care) a copy of each child’s current Kentucky State Issued immunization record. Every parent is responsible for keeping his or her child’s immunization up to date and on file. If your child is not current the center has the right to turn down your child’s attendance until they are in compliance.
* A two-week notice or two-week’s pay must be given if parent decides to terminate their contract. If a two-week notice or pay is not received, then the guardian/parent will be charged a full two weeks tuition at the rate of contract.

## **Weekly Tuition:**

* All payments for the week are due on the first day of the attending week. You have the option of paying in cash or by check. Please give your cash payments directly to the owner or director; we will not be responsible for lost payments if they are dropped in the payment box.
* Weekly tuition payments effective Janurary 3rd, 2022 are $220.00 for ages over 36 months and $230.00 for under 36 months of age.
* Reserved spots may only occur with a full “first week’s” payment and start date. If reserved date has passed then spot will **not** be held and money will **not** be refunded.
* Returned checks will be assessed fees payable in cash or money order for:
	+ Full amount of the check;
	+ $75.00 service fee per check, and any additional fees incurred as a result of your check not clearing.
	+ If two checks are returned, you must pay in cash thereafter.
* Any refunds or adjustments will be applied to the account as a credit. No cash refunds will be given. All rates are subject to change with written notice from Notebook Learning Center.
* When the center closes due to weather (snow days, ice storms, tornados etc.) parents are responsible for their full payment based on their agreement signed
* If your account balance is not paid by Friday of the attending week then a $5.00 per week additional charge will be added. All charges incurred with collecting outstanding balances will be added to your balance. In order to receive your $20.00 discount on Mondays, prior to attendance, all accounts must have a zero or positive balance.
* We offer a $10.00 additional discount for Grandparents raising grandchildren. However, to be eligible you must not receive help from 4-C’s and you must provide documentation of guardianship.
* Holidays that fall during the week will be paid for even though the center is closed.

## **Hours/Days:**

## Notebook Learning Center opens at 6:30 a.m. and close at 5:30 p.m. We ask that all children are picked up by 5:00 to allow staff to shut the building down and have it sanitized for the next morning. However, we do offer a 30 minute grace period. With that being said, your child must be picked up by 5:30 p.m. unless otherwise stated in your contract.

* The price for tuition is based on a maximum 10 hour days. If you exceed your 10 hours then you will be charged $2.00 per 1 minute past; per child. Children must be picked up by 5:30 p.m. However, at 5:31 the center will begin charging $2.00 for every minute past closing.
* If your contract states your child may be in attendance for more than ten hours, your family will be charged $10.00 per hour, after your ten hours expires. Your family will be responsible for the extra tuition rate per week. (You must have a contract on file stating your child may be in attendance more than ten hours or you will be charged $2.00 per 1 minute; per child after your ten hours expires.
* Effective August 1st, 2022 we will have a drop-off deadline of 8:45 a.m. and breakfast will be served at 9:00 a.m. No children can be in attendance after 8:45 a.m. The doors will lock. We will however honor a doctor's note. As long as you made previous arrangements with your child's teacher we will allow children in until 10:30 a.m. (**ONLY WITH A DOCTOR'S NOTE.**)
* ABSOLUTELY no admittance after 10:30 no matter the reason.

## **Closures:**

## If for any reason the center is, or has to close due to the weather, we will announce the closure by cell phone text, Class Dojo from the Owner and/or Director.

## State regulation for indoor temperature is between 65 and 82 degrees. If the HVAC units shut off we must have the children picked up within a reasonable amount of time in order for the facility to remain within regulation.

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**Weapon Policy:**

* No individual is allowed to enter the building with any form of a weapon. This is for the safety of all the children and staff. Anyone that obstructs this policy will be asked to leave the premises, reported to local officials, and will not be permitted to return. *(Excludes Law Enforcement Agencies)*

## **Holidays/Vacations:**

* The following days are paid holidays for the staff. On these days the Notebook Learning Center is closed, substitute care is **not** provided. Tuition will be expected for all days listed below, even the week of Christmas.

 **New Year's 31st & 1st (Dec/Jan) Good Friday (April) Memorial Day (May)**

 **Independence Day (July) Labor Day (Sept)**

 **Thanksgiving Day & Day after (Nov) Christmas Week (Dec)**

##### There is a one-week (center vacation) each year. Parents are not responsible for payment during that time. Parents are responsible for finding alternate care during this time. You will be given at least a 3-month notice for the one-week vacation.

* All **Families** will receive a full week vacation after their one-year attending anniversary, (this includes multiple siblings) provided your account has a zero balance. Your child may not be in attendance for this week. The days must be five in a roll and are not to be split up unless a holiday falls within the week.

**Meals:**

* Notebook Learning Center provides breakfast, lunch and an afternoon snack. The meals are nutritious and well-balanced meals. You should be aware of meal times to ensure that your child/ren is/are present.

BREAKFAST--9:00 to 9:30 AM LUNCH--11:00 to 12:30 PM SNACK--2: 00 to 3:30 PM

* Children **may not** bring in outside food, snacks, or drinks unless there is enough for every child in the classroom. All families must follow the CACFP Meal Patterns, if a family chooses not to follow the Meal Patterns or refuses to fill out the proper documentation for the CACFP, they will be charged $2.00 per meal served daily for meal services provided.
* All meals provided to all infants (newborn-12 months) will be fed according to the CACFP regulations. Introductions to all new foods will be discussed prior to serving.
* All infant families must provide pre-made and labeled bottles daily for their child. It is recommended you provide four pre-made bottles daily. All food served to the infants is provided by the Center, parents are not responsible for bringing in baby food or cereal unless the parent mandates name brands we do not purchase.
* If your family chooses organic food or specific items the center doesn’t already purchase then you will be required to have doctors Medical Referral Form filled out by your doctor stating so. In this case you will be responsible for providing the center with your choice of items if we are unable to supply it. (For example: organic whole milk, organic fruits and vegetables, no meats, etc.) All meals provided must meet the CACFP requirements or the families will be charged $2.00 per meal served daily.
* If your child has to have modified meals because of religion or personal choice, a Medical Referral Form must be on file.

## **Special Events:**

## Birthday and holiday parties are strongly recognized and we encourage the parents to bring in food and drinks. However, we are not allowed to serve any home baked goods. Everything must be store bought and in its original container. Make sure your child’s classroom does not have any food allergies before items are brought in.

## **Illness and Medication:**

* The client understands, if a prescription medication is to be administered by the center then the original prescription must be on file before any medication will be administered.
* If your child is contagiously sick, you cannot bring the child into the center. If your child is ill, you will need to find alternative arrangements for childcare. When the child is no longer contagious and is healthy enough to actively play with other children he/she may return to the Center with a doctor’s note. This protects the health and well-being of all children at the center and enables us to provide the best possible environment for all the children.
* It is not our policy to notify parents if a staff member becomes ill and is sent home early.
* If your child develops or shows signs of the following illnesses below they are to be picked up in a timely manner so the child does not contaminate other children. **They may only return within 24 hours with a doctor’s statement indicating they are not contagious.**

**These are common symptoms that a child has a contagious condition:**

Active sneezing or coughing. A sore throat (with fever or swollen glands). Discharge from eyes or ears. Diarrhea (three or more watery stools in 24 hours).

 Vomiting (two or more times in 24 hours). Rash (especially with a fever or itching).

 A fever (a temperature of 100.1 degrees Fahrenheit or more). Colored discharge from nose.

*Medication can be given if it is a prescription, in the original container, labeled with the child’s name and permission has been written in the child’s book by the parent. Any other medicine must have a signed authorization paper from the child’s physician stating proper dosage and times.*

## **Clothing and Supplies:**

* Children’s belongings **must** be labeled. **We are NOT responsible for lost items.** Please send your child in “*weather appropriate”* clothing, as the children need to go outside every day.
* Parents must bring a crib-size sheet & blanket for ***their*** child to use during naptime. Each blanket should be as long as your child is tall. Your child’s sheet and blanket will be sent home every Friday to be washed. **ALL** children will also need an extra change of clothes and wipes, even if they are fully potty trained. There will be a $10.00 laundry fee (each occurrence) if the center has to supply a blanket, sheet, or extra clothing for your child.
* Each parent is responsible for supplying their child/ren with diapers and wipes. If the center has to supply these for a child, the guardians will be charged $1.00 per diaper and $.50 cents per wipe.

## **Pickup/ Drop off Procedure:**

* Parents are responsible for signing their children in and out of the center correctly. No parent is allowed to give out their electronic pass code to any family members. All persons picking up a child should have their own code.
* Parents will pick their child/children from their classroom and walk their child to the car. No child will be released to a honking horn. Only designated persons will be allowed to pick up the child/ren. No one under the age of 18 may leave with any child.
* All children must be walked to an employee. No child can be dropped off at the door, or left alone in any classroom.

**Absences:**

* If your child is absent for any reason, you will still be charged the normal daily rate. Parents must call before scheduled time of arrival if they are going to be late or not attending for that day. If you have a 3-C’s contract with us, you must supply a doctor’s note upon returning or you will be responsible for the day’s pay if it exceeds your five days for that month.
* 3-C’s allows 5 unexcused absences per month. After five the parent is responsible for bringing in a doctors statement excusing the child or they will be responsible for the full rate for the absences. The Center is not responsible for keeping track of how many days your child misses. It is not the centers responsibility to let you know when a contract expires. If you let your contract lapse, you are responsible for full payment. You are also responsible for signing your child in/out on the 3-C provided absentee sheet. You must sign this daily and then weekly in order to acquire that day paid.

**Outside Play:**

* It is state mandated and center policy for all children to go outside on a daily basis if weather permits. It is to the director’s discretion if the weather is appropriate. If you do not want your child/ren outside for any reason you must **provide a doctor's note** stating so with the dates written on the document. All parents need to dress their children appropriately for the daily weather. If it snows your child/ren will need gloves, hat and a winter jacket. In the summer, parents will need to provide $5.00 for sunscreen annually.

## **Discipline Procedure:**

* Children of new clients will be placed in our care on a two-week trial basis. This allows both parties to get acquainted with each other and see of any personality conflicts or disciplinary problems that may arise. During this time, both parties have the opportunity to terminate care and seek alternative childcare arrangements.
* ***Three years and up***In case of disciplinary measures, re-direction is used first, and if necessary, the time-out method is used for children three and older. Time out is having the child sit away from the situation by them self for a period of one minute for each year of the child. We then will talk to the child to ensure that they understand what they did wrong.
* ***Under three years*** Re-direction is used first, and if necessary, we will create a routine activity for the child to do only when he/she continues to make repeated poor choices such as hitting, biting, etc. If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

**Termination:**

Notebook Learning Center reserves the right to terminate care at any time for any appropriate reason, including but not limited to, late payment, misbehavior or unruliness of the child. The staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements. By signing this form you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of care, forfeiture of deposit, or both. This policy agreement is subject to change with written notice.

**Children and Parent Rights:**

1. All children receiving childcare services in a daycare center licensed pursuant to KRS 199.896, shall have the following rights:
	1. The right to be free from physical or mental abuse
	2. The right not to be subjected to abusive language or abusive punishment
	3. The right to be in the care of adults who shall meet their health, safety, and developmental needs
2. Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:
	1. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider
	2. The right to be provided with information about childcare regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint
	3. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child
	4. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports
3. The childcare provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child’s enrollment in the program.

**Child Abuse Procedure:**

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the center. It is the center’s goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of “**Zero Tolerance for Child Abuse**” is strictly enforced. Children at the center should expect to be treated with kindness, concern, and respect at all times. Any person who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal.Staff are advised that corporal punishment or physical discipline are considered abuse. Any person who has information about behavior that may reasonably be characterized as or suspected child abuse or neglect shall make a report to appropriate authorities, as required by law. They are encouraged to notify the director of findings after proper authorities have been contacted. Allegations of abuse shall be reported to parents and investigated. Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director. All children are treated equal. Please do not treat your child in a different manner than a child whom isn’t yours. You will be held accountable for any misconduct between you and your own child.